

DUTIES OF A GUARDIAN OF THE PERSON

1. Advocate for the Ward

You are often required to speak on behalf of your Ward. You should protect the Ward by:

- **Visiting Regularly** – at least once a month
- **Meeting the Ward's Needs** – Make all final decisions for the Ward (residential, medical and financial).

As a guardian, you **cannot** place the Ward in an in-patient psychiatric hospital.

2. Submit Annual Report

The Guardian of the Person's Annual Report provides information about the Ward's condition to the Court. When completing the report, please remember:

The report is REQUIRED BY LAW

Failure to file this report can result in your **REMOVAL** as Guardian and a fine of up to \$1,000.00.

Complete, notarize, and mail to Probate Court No. 1

3. Cooperate with Court Visitor

Once a year, a Court Visitor will visit the Ward to assess the Ward's physical condition and living conditions.

4. Report Change of Address

The Court needs the current address and phone number for both the Ward and the Guardian.

If the Ward or Guardian moves:

- Complete and mail the yellow Change of Address postcard (included in Section 1 of the Guardian Handbook) or
- Contact the Court at (817) 884-1786

5. Submit the Final Report

- To be filed if a minor Ward turns 18 years old
 - To be filed if the Ward dies
 - Include a copy of the death certificate
 - Complete, notarize and mail to Probate Court Number 1
- If you do not have a copy of the Final Report, contact the Court
At (817) 884-1786 and one will be sent to you